A PRACTICE BOOK FOR BUSINESS ENGLISH IN HIGH SCHOOL

by

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B. S., Kansas State College
of Agriculture and Applied Science, 1927

A THESIS

submitted in partial fulfillment of the

requirements for the degree of

MASTER OF SCIENCE

KANSAS STATE COLLEGE
OF AGRICULTURE AND APPLIED SCIENCE
1933

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INTRODUCTION

Good English is English that is good for its purpose. To use this language effectively it is necessary to have an understanding of its elements. Thus as a prerequisite and supplement to Business English much time must be given over to word study and English grammar. The student cannot be given a set of formulas for writing every conceivable type of business message. These types are innumerable; they differ according to the individual requirements of business houses. There are many general principles however, that apply to all, and these principles should be mastered by the student. If the student has an understanding of grammar and punctuation, a command of effective vocabulary, and a knowledge of the mechanical make up of the letter, the actual letter content will practically take care of itself in each individual situation. In order to master these principles much time must be spent in drill on the mechanics of the letter and correctness of grammar prior to the actual letter writing. The need arises for drill material especially designed to meet the situations of business correspondence from a business

viewpoint. In an endeavor to meet these needs, this practice material has been prepared.

In preparation for the construction of this work book, high school and college Business English textbooks, together with English Grammars and practice tests were collected and studied. In addition to this, an accumulation of business and advertising letters of various kinds and from various sources was made. With the aid of this material an outline of the important elements prerequisite to the writing of Business English was planned. Briefly, this outline included the elements of grammar, sentence structure, spelling, punctuation, capitalization, and the mechanical make up of the business letter. Then the exercises which appear in this book were made, stressing each element considered in the outline. Late authority was consulted in regard to each detail of the tests. In order that these exercises might be as helpful and practical as possible from the business standpoint, many of the words, sentences, paragraphs, and letters were taken directly from the collection of business letters. Care was taken in the construction of each test to eliminate the unessential and include the most important points; to consider briefly or omit entirely those things which are too technical or of little practical value.

It is hoped that this material will prove valuable in the teaching of Business English. The time that may be saved by having the tests and drills at hand ready for use is worthy of consideration. They eliminate the drudgery often connected with the preparation of the English lesson, in copying of long exercises, thus conserving the student's energies for the constructive work of the lesson. Because of the objectivity of the tests they may be used for diagnostic purposes, pointing out to the instructor those things in which the pupils are deficient. The tie-up or close correlation between the drills and the principles of commercial correspondence should make it of greater value in teaching this work than the ordinary English test material.

ACKNOWLEDGMENT

Acknowledgment is given to Dr. V. L. Strickland for the interest he has shown in this study. I am indebted to him for his constant help and many suggestions. I also am indebted to the English Department for help given me.

Possible Score 18

Less Errors _____

Name _____ Score

THE SENTENCE

Classify, simple, compound, complex, complex-compound.

_____1. The rent will be increased on the first of the month.

_____2. As I am not a beginner, I think I can finish the course in a few weeks.

_____3. The agreement or contract with an insurance company providing for payment in case of losses is called a policy.

_____4. I hope to see you soon, and I should be glad to have you write me when I may expect you.

_____5. Have you any of the crimson roses that are strong two year old plants?

_____6. I shall be thankful if you do that.

_____7. Most of the big questions of today are political questions.

_____8. Real ability is always in demand and it sells above par.

_____9. As schools will close within the next few weeks, doubtless many students are wondering what they will do with their summer vacation.

_____10. This was accomplished by winning a large percentage of games, but while doing this the other teams were traveling at a rapid pace.

_____11. As a student in my classes he was eager, conscientious, and efficient.

_____12. Take advantage of the remarkable offer this company is making to you, and it will mean dollars in your pocket.

_____13. I live on one side street, which for the last week has not been lighted.

_____14. The glasses were not packed properly and many of them were broken.

_____15. The letter was opened with expectation and read with disgust.

Dear Mr. Fisher:

_____16. Your letter of July 5 reaches me just as

_____17. I am leaving town for the summer. (17) The subject which you present is certainly a most interesting one, but I am at present so overwhelmed with engagements of a similar character that I must ask you to excuse me from taking an active part in the organization.

_____18. (18) I really cannot undertake any more than I am now carrying in the way of such service.

Possible Score 24

Less Errors _____

Name _____ Score

THE SENTENCE

Designate as phrase, clause, or complete sentence.

_____ 1. In his speech he protested strongly against it.

_____ 2. And that many of them were broken.

_____ 3. Which is never granted to a new customer.

_____ 4. In the heart of the mountains yet with excellent railroad connections.

_____ 5. A round trip is $15.

_____ 6. When both persons became angry at the same time.

_____ 7. Even in familiar essays, public addresses, and the like.

_____ 8. When you are sure of the facts.

_____ 9. When the house is ready we shall move.

_____ 10. A paragraph consisting of a single sentence.

_____ 11. The street car strike in Chicago last summer.

_____ 12. That we cannot keep them on hand from year to year is a significant fact.

_____ 13. If you wish to use the advertising service.

_____ 14. What will prove of still greater interest to your customers.

_____15. By offering your customers satisfaction and service.

Business letter.--"Shorthand Dictation Drills." Gregg.

Dear Sir:

_____16. Five strong advertisements.

_____17. Written by high proced men.

_____18. Illustrated by attractive cuts.

_____19. Shipped to you.

_____20. Covering every line of seasonable merchandise in your store.

_____21. All free of charge.

_____22. This is the remarkable advertising service we offer you.

_____23. If you wish to use it, simply fill out and return the enclosed blank to us.

_____24. Yours truly,

Possible Score 55

Less Errors _____

Name _____ Score

THE NOUN

Underline all nouns.

1. The daily mail is an important factor in any business.
2. Some folks act on "hunches," some on emotion, some on pet theories, and still others on cold logic.
3. Thrift always thrills, but thrilling performance is not always thrifty.
4. After you work in an office a few months, you will become thoroughly familiar with the subjects about which you are required to write.
5. This marvelous new floor finish is so easy to apply.
6. For the hours after six no shirt is so correct as an Arrow Dress Shirt.
7. The boy's gymnasium, the teacher's coat-room, the cafeteria, and the assembly had all been redecorated for the occasion.
8. The audience stood at attention while Sousa's band played the national anthem.
9. The company was on the verge of bankrupcy.
10. Why not stop at our restaurant on your way home this afternoon.

11. Mexico and several small countries constitute Central America.
12. We met the banker and his lawyer on their way to court.
13. You would not ask a deaf man to listen.
14. The secretary may provide the callers with a magazine, a book, or a newspaper.

Business letter--"Shorthand Dictation Drills"--Gregg.

Dear Sir:

You state that you must know something about our new styles before you place your fall order. We are mailing you a book which we believe is what you need. We have never had a finer line and we know the styles will please you.

Yours truly,

Possible Score 55

Less Errors _____

Score

In the above sentences and letter designate case of each noun by writing the letter N above nouns in the nominative case, O above objective, and P above possessive.

Possible Score 21

Less Errors _____

Name _____ Score

THE NOUN

Capitalize all proper nouns.

1. I have just taken out a policy with the penn mutual life insurance company.
2. There are many mutual life insurance companies in this country.
3. I have an account at the first national bank.
4. The manual training high school won the championship.
5. Later president cleveland said, "This is not a duty for a president."
6. This is the first national bank that was ever established in this city.
7. The high schools in this county are very much interested in the contest.
8. Mexico has many revolutionary wars.
9. The secretary to the president of the company did not attend the conference.
10. Thanksgiving day in the united states is an annual fistival of thanksgiving for the blessings of the closing year.

Desr madam:

Armistice day is a nationsl holiday, fixed by proclsmation of the president and governors of states. Since 1918 the day has been observed in the united states snd it occurs annually on the eleventh day of november.

Yours truly,

Underline all nouns.

Possible Score 40

Less Errors _____

Score

Possible Score 29

Less Errors _____

Name _____ Score

THE NOUN

Near synonyms. Fill in the blanks with the correct noun.

1. Capacity, ability.

   He has the _____ to learn the principles but not the _____ to apply them.

2. Amateur, novice.

   At present he is only (a) (an) _____ but he expects to become professional soon.

   He is (a) (an) _____, playing the game solely for pleasure.

3. Amount, quantity.

   The large _____ was measured exactly.

   What _____ shall I send you?

4. Avocation, vocation.

   Banking is his _____, and golfing his _____.

5. Bid, estimate.

   As his _____ was fairly accurate we allowed him to submit his _____ .

6. Client, customer.

   The business agency has a large number of wealthy _____ .

I inquired of the _____ what price of dress she wished to buy.

7. Station, depot.

The goods were stored at the _____ .

President Taft was met at the _____ by a group of senators.

8. Discovery, invention.

Electricity was in exictance many years before it was _____ . It led to many valuable _____ .

9. Merchandise, goods.

They offer for sale very attractive _____ .

The _____ are never offered for sale.

10. Poster, placcard.

The _____ hung in the window, but the _____ was elaborately displayed in the yard.

11. Proposal, proposition.

This is my _____ . Answer yes or no.

The _____ was put before the committee for discussion.

12. Receipt, recipe.

We read the _____ in the "Good Housekeeping."

This _____ proves that the debt is cancelled.

13. Salary, wages.

We expect you to complete the work in a few days, and your _____ will be in accordance with time spent.

My _____ (is, are) paid monthly.

14. Statute, statue, stature.

Everyone stood silently admiring the _____which was being carved by a man of large _____.

The _____became effective January 1, 1953.

Possible Score 29

Less Errors _____

Name _____ Score

THE PRONOUN

Underscore correct personal pronouns.

1. It was (he, him) whom you met at the game.
2. No one on the team can swim as well as (he, him).
3. There had been a quarrel between Roger and (her, she).
4. No one but (I, me) knew the formula.
5. I know that Mary and (she, her) are fond of playing basket-ball.
6. Please let (him, he) and (I, me) go to the city.
7. They write as well as (we, us).
8. It cannot be (she, her).
9. Is that (he, him) on the speaker's platform?
10. I know that it was (she, her).
11. I know it to have been (she, her).
12. The party was given for (he, him) and (I, me).
13. No one is allowed to leave (his, their) desk untidy.
14. In the business world a person must learn to make up (his, their) mind quickly.
15. Everyone left (his, their) work unfinished.
16. Not one of the files had (its, their) letters complete.

17. A gentlemen wished to speak to you and (he, him).

18. (He, him) and (I, me) are going to college next year.

19. It was done for (he, him) and (I, me).

20. Yes, it is (I, me).

21. (They, them) that are innocent shall be punished.

22. (They, them) that are innocent I shall punish.

23. (We, us) girls are going to the theater.

24. Give the tickets to (us, we) girls.

25. The manager raised the salaries of the bookkeepers and (us, we) boys.

Possible Score 26

Less Errors _____

Name _____ Score

THE PRONOUN

Underline relative clause and designate whether restrictive or non-restrictive.

_____ 1. All employees that have been with the company one year are entitled to two week's vacation.

_____ 2. Mr. Post who is a member of the Baptist church is out of the city.

_____ 3. This is Dr. Good whose work I recommend to you.

_____ 4. The dress that I ruined belonged to my sister.

_____ 5. The team that I belong to will hold a meeting Monday.

_____ 6. The car which was stolen had been badly damaged.

_____ 7. All those whose books are perfect will be given a large salary.

_____ 8. This is the lady whom we met at the convention.

_____ 9. The check which came with this letter is not for the proper amount.

_____ 10. Ceaser who was a great Roman Emperor fought many wars.

Dear Mrs. White:

_____11. Will you please see me about your son who has not been in school for several days?

_____12. I persume you know that he is behind in his

_____13. classes. (13) His teachers who have all reported to the office say he should be in school every day.

Yours very truly,

Punctuate above sentences.

Possible Score 10

Less Errors _____

Score

Possible Score 15

Less Errors _____

Name _____ Score

THE PRONOUN

Supply who, whom.

1. He is a man on _____ you can depend.
2. _____ did you say got the position?
3. _____ is this?
4. _____ did you take me for?
5. You are the one about _____ I was thinking.
6. Select the one _____ you think will be the best.
7. This message comes from a man _____ we all know very well
8. This message comes from a man _____ we know can be trusted.
9. _____ do you think would be the best man for the job?
10. _____ do you regard as the best man for the job?
11. _____ is the letter from?
12. _____ did you say took the samples from the counter?
13. _____ shall I say called?
14. _____ do you consider to be the most capable?
15. This is _____ calling?

Possible Score 65

Less Errors _____

Name _____ Score

THE PRONOUN

Underscore all pronouns.

1. I notice that your loan will mature May 15.
2. We shall expect you to pay this draft.
3. We know that you will be glad to get this information and that you will use it to advantage.
4. That was the best picture I ever saw.
5. It is time for us to close our books.
6. Which shall we send.
7. Our new catalogue, which is now completed, will be mailed to you tomorrow.
8. Whoever masters grammar will improve his speech.
9. Some of his gestures seemed awkward, while others were graceful and easy.
10. Few if any, ever can reach the goal.
11. This is the book which I asked you to read.
12. We shall be glad to send you prices at any time.
13. Where were you when I came in?
14. The stupidity of the manager makes us take this action.

15. We are mailing you a book which we believe is what you need.

Dear Sir:

Because of my absence from the city, I have been unable to answer the question that you raised in your letter about the minute book. I hope that my delay has not inconvenienced you. If, you have as yet heard nothing of this book which was sent to you several days ago, let me know and I will send another to you.

Yours truly,

Indicate the kind of pronouns thus, personal, P; possessive, Pos; interrogative, I; indefinite, Ind.; relative, R; adjective, A; demonstrative, D.

Possible Score 65

Less Errors _____

Score

Possible Score 15

Less Errors _____

Name _____ Score

THE PRONOUN

Nouns and Pronouns frequently misused. Check the correct sentence.

____ 1. The magazine is our's.

____ The magazine is ours.

____ 2. There are lots of wonderful sights.

____ There are a number of wonderful sights.

____ 3. I will start in a few days.

____ I will start in a couple of days.

____ 4. Student after student handed in his name.

____ Student after student handed in their names.

____ 5. I will go a short distance with you.

____ I will go a piece with you.

____ 6. It said in this morning's paper that the banks are closed.

____ This morning's paper said the banks were closed.

____ 7. Don't they celebrate Thanksgiving Day in Europe?

____ Is not Thanksgiving Day celebrated in Europe?

____ 8. He has a date with his lawyer.

____ He has an appointment with his lawyer.

____ 9. In what kind of business are you?

____ In what line of business are you?

____10. They are a long way off.

____ They are a long ways off.

____11. You have no business being here.

____ You have no right to be here.

____12. Ask either of the three boys.

____ Ask anyone of the three boys.

____13. I am working in the evenings.

____ I am working of evenings.

____14. It's up to you.

____ Its up to you.

____15. Give me those papers.

____ Give me them papers.

Possible Score 30

Less Errors _____

Name _____ Score

THE VERB

Underline the verbs and write transitive or intransitive in the blank space.

_____ 1. Modern advertising is world wide in extent.

_____ 2. Tonight at seven o'clock the annual business meeting will be held at the club house.

_____ 3. The board of education held its meeting Monday.

_____ 4. Every city should have a public park.

_____ 5. This was tried and found very satisfactory.

_____ 6. This was tried and (6) found very satisfactory.

_____ 7. This booklet fully outlines the plan.

_____ 8. Quote us your lowest price for delivery to July first on a full line of tennis racquets.

_____ 9. The mortgage will be due on the 25th of the month.

_____ 10. The house needs painting.

_____ 11. This will be acknowledged by our home office.

From "Shorthand Dictation Drills" Gregg.

Gentlemen:

_____12. I am sending you for collection the claim of Dr. John Gray against Andrew Bell

_____13. for $40.50. (13) Mr. Bell lives in Manhattan

_____14. and his name (14) is in the city directory.

_____15. I enclose a letter from him with reference to the matter.

Yours truly,

Possible Score 22

Less Errors

Name _____ Score

THE VERB

Underline verb. Designate in blank at left whether active or passive voice.

_____ 1. I have completed six letters.

_____ 2. The clothing was bought by the merchant at a low price.

_____ 3. The order for the washing machine was looked up.

_____ 4. I received your letters a few days ago.

_____ 5. We regret the delay very much indeed.

_____ 6. The audience cheered the players.

_____ 7. The players were cheered by the audience.

_____ 8. Look up the words in the dictionary.

_____ 9. Some experiences were told about the trip.

_____ 10. The shipment was received by the man in charge.

Possible Score 10

Less Errors _____

Name _____ Score

THE VERB

Designate infinitives, participals and gerunds.

1. I hope to go into the banking business after finishing school.
2. If you give me a trial I shall do my best to satisfy you.
3. You may feel certain of our continued efforts to please you.
4. I shall send this letter to you.
5. To operate a typewriter is easier for some than for others.
6. He went to work at 8 o'clock.
7. Playing is good exercise.
8. We shall continue with the painting.
9. He went running.

Infinitives Part of Speech

_____

_____

_____

_____

_____

Gerunds Part of Speech

_____

_____

_____

_____

_____

Participles Part of Speech

_____

_____

_____

_____

_____

Give part of speech of each.

Possible Score 10

Less Errors _____

Score

Possible Score 25

Less Errors _____

Name _____ Score

THE VERB

Number. Underline the correct verb.

1. Both Mr. Walker and Mr. Williams (is, are) in the banking business.
2. Five dollars (is, are) too much to pay for the book.
3. It (doesn't, don't) make any difference which system you use.
4. The tires and tubes (was, were) taken from the store room.
5. If the quality and the price (is, are) right buy the merchandise now.
6. Appearance as well as efficiency (is, are) important.
7. You (was, were) not there.
8. Neither Kansas nor Oklahoma (is, are) in favor of repeal.
9. Both Missouri and Nebraska (is, are) in favor of repeal.
10. None of the crops (is,are) profitable this year.
11. The crowd (was, were) scattering in every direction.
12. The flock (is, are) grazing in the meadow.
13. Many a law (has, have) been made but never enforced.
14. The majority of the stores (has, have) consented.

15. The whole system of placing and grading (is, are) wrong.

16. Everybody (is, are) signing (his, their) name on the list.

17. A few of the men (was, were) choosing the right course of action.

18. There (come, comes) a caravan of cars.

19. Three yards of material (is, are) what I purchased.

20. Our club (is, are) interested in good literature.

21. The regiment (was, were) all brave men.

22. 8 x 1 (is, are) 8

23. 8 x 4 (is, are) 32

24. "Twice Told Tales" (was, were) written by Hawthorne.

Possible Score 50

Less Errors _____

Score

Name _____

THE VERB

Write tense indicated for the following verbs.

	Present	Past	Future	Pres. Perf.	Past Perf.	Fut. Perf.
1. write	_____	_____	_____	_____	_____	_____
2. walk	_____	_____	_____	_____	_____	_____
3. see	_____	_____	_____	_____	_____	_____
4. make	_____	_____	_____	_____	_____	_____
5. say	_____	_____	_____	_____	_____	_____
6. take	_____	_____	_____	_____	_____	_____
7. begins	_____	_____	_____	_____	_____	_____
8. play	_____	_____	_____	_____	_____	_____
9. open	_____	_____	_____	_____	_____	_____
10. pay	_____	_____	_____	_____	_____	_____

Possible Score 50

Less Errors _____

Score

Name _____

THE VERB

Write tense indicated for the following verbs, passive voice.

	Present	Past	Future	Pres. Perf.	Past Perf.	Fut. Perf
1. write	_____	_____	_____	_____	_____	_____
2. walk	_____	_____	_____	_____	_____	_____
3. see	_____	_____	_____	_____	_____	_____
4. make	_____	_____	_____	_____	_____	_____
5. say	_____	_____	_____	_____	_____	_____
6. take	_____	_____	_____	_____	_____	_____
7. begins	_____	_____	_____	_____	_____	_____
8. play	_____	_____	_____	_____	_____	_____
9. open	_____	_____	_____	_____	_____	_____
10. pay	_____	_____	_____	_____	_____	_____

Possible Score 50

Less Errors _____

Name _____ Score

THE VERB

Supply the tense indicated.

_____ 1. I (present of think) that we can dispose of the bonds very readily.

_____ 2. We (past of mail) the papers to you with full directions.

_____ 3. They (present perfect of order) an additional supply.

_____ 4. I believe the new styles (future of appeal) to you.

_____ 5. Our manager (present perfect of instruct) us to place your name on our mailing list.

_____ 6. This (present of apply) to all persons.

_____ 7. On July 20 you (future perfect of be) there two months.

_____ 8. The advertised poster (future passive of send) to you today.

_____ 9. We (past passive of follow) all the way to the hotel.

_____10. I suppose that it is (present passive of break).

_____11. The house (past perfect passive of build) by a noted architect.

_____12. The clerk (present perfect passive of go) most of the day.

Possible Score 59

Less Errors _____

Name _____ Score

THE VERB

Fill in the principal parts of the following verbs.

Present	Past	Past Participle
arise	_____	_____
awake	_____	_____
be	_____	_____
beat	_____	_____
become	_____	_____
begin	_____	_____
bend	_____	_____
bid	_____	_____
bind	_____	_____
blow	_____	_____
break	_____	_____
brought	_____	_____
burst	_____	_____
choose	_____	_____
come	_____	_____
cost	_____	_____
creep	_____	_____

cut	_____	_____
do	_____	_____
draw	_____	_____
drink	_____	_____
drive	_____	_____
eat	_____	_____
fall	_____	_____
flee	_____	_____
fly	_____	_____
flow	_____	_____
freeze	_____	_____
give	_____	_____
go	_____	_____
grow	_____	_____
hide	_____	_____
have	_____	_____
hang	_____	_____
know	_____	_____
kneel	_____	_____
lay	_____	_____
lend	_____	_____
lie	_____	_____
let	_____	_____
prove	_____	_____

pay	_____	_____
ride	_____	_____
rise	_____	_____
run	_____	_____
raise	_____	_____
see	_____	_____
slay	_____	_____
sow	_____	_____
sit	_____	_____
set	_____	_____
sleep	_____	_____
swing	_____	_____
swim	_____	_____
sweep	_____	_____
wring	_____	_____
write	_____	_____

Possible Score 47

Less Errors _____

Name _____ Score

THE VERB

Designate proper verb.

1. (Don't,doesn't) the judge know that he has never (rode, ridden) a horse?
2. I have never (saw, seen) the Rocky Mountains.
3. They have already (took, taken) the train for Chicago.
4. He (don't doesn't) remember where he (saw, seen) the picture.
5. Although I had not (saw, seen) him for several years, I (knew, knowed) him at once.
6. (Was, were) you going to the library?
7. (Let, leave) him do as he wishes.
8. I could (have, of) (swam, swum) the distance before dark had I (known, knowed) you were depending on me.
9. When the bell (rang, rung) we (ran, run) to the house.
10. The coat has (wore, worn) out in one season.
11. He came before I had (gone, went)
12. She (sang, sung) as she had never (sang, sung) before.
13. He (did, done) the work before he (came, come) home.
14. The hen is (setting, sitting) on her eggs.

15. The woman is (setting, sitting) out flowers.

16. (Sit, set) still.

17. Come in and (set, sit) down.

18. (Lay, lie) the papers on the table.

19. Did the bread (rise, raise)?

20. He (taught, learned) me how to drive a car.

21. A cloud of smode (rose, raised) above the village.

22. Where did you (lay, lie) the watch?

23. The pen (lay, laid) on the desk.

24. (May, can) I go with you?

25. You have done everything (except, accept) what I asked you.

26. He would not (accept, except) the money (accept, except) on one condition.

27. Did you (lose, loose) the (lose, loose) leaf note book?

28. The failure of the corporation (affected, effected) the small stock holders but had no (affect, effect) upon the big business men.

29. I (lay, laid) my gloves on the taole but when I returned they were not (lying, laying) there.

30. We (sat, set) for hours waiting for the air racers to appear.

31. I (suspect, expect) that I shall play golf this afternoon.

32. They (sat, set) around the office discussing politics.

33. The bills are (lying, laying) on the table. I (lay, laid) them there myself.

34. (Let, leave) me alone.

35. The river is (rising, raising).

Possible Score 16

Less Errors _____

Name _____ Score

THE VERB

Verbs commonly misused. Check correct usage.

_____1. May I have the money?

_____ Can I have the money?

_____2. Leave me go with you.

_____ Let me go with you.

_____3. Yours truly,

_____ I beg to remain, Yours truly,

_____4. Lend me some money.

_____ Loan me some money.

_____5. He should of been there.

_____ He should have been there.

_____6. Half past twelve.

_____ Half passed twelve.

_____7. School takes up at nine.

_____ School begins at nine.

_____8. You should try and come.

_____ You should try to come.

_____9. Do you stock the merchandise?

_____ Do you sell the merchandise?

_____10. I'd love to go.

_____ I'd like to go.

_____11. The car needs repairing.

_____ The car needs fixing.

_____12. He is almost 40 years old.

_____ He is going on 40 years old.

_____13. Let us get up a party.

_____ Let us plan a party.

_____14. He is prepareing to leave.

_____ He is fixing to leave.

_____15. I don't take much stock in what he says.

_____ I have little confidence in what he says.

_____16. How did you size up the situation?

_____ What did you think of the situation?

Possible Score 20

Less Errors _____

Name _____ Score

THE VERB

Near synonyms. Fill in the blanks with the correct verb.

1. Advertise, publish.

   The manager _____ the notice for the benefit of the employees.

   The goods were put before the public through billboard _____ ing.

2. Affect, effect.

   Your _____ upon the members is very wholesome.

   Through his management he _____ a large profit for the stockholders.

3. Argue, plead.

   I _____ with him to go because it meant much to the business but he _____ indifferently with me.

4. Ask, demand.

   I _____ that you investigate the crime at once but I _____ you to use reasonable precautions.

5. Bring, take.

   _____ this check to Mr. Simpson and when you come back _____ a receipt.

6. Hanged, hung.

The criminal was _____ on May 16.

We _____ the picture on the wall that morning.

7. Inquire, investigation.

She _____ about the situation by asking innumerable questions.

He _____ concerning the matter in a quiet, systematic manner.

8. Lie, lay.

As soon as I _____ the books in their places I shall _____ down to rest.

9. Sit, set.

_____ down. _____ the picture where we can see it.

10. Locate, settle.

The engine trouble was finally _____ .

The tax on gasoline was definitely _____ .

Possible Score 86

Less Errors _____

Name _____ Score

THE ADJECTIVE AND ADVERB

Underline all adjectives in the following paragraphs.

The old brick building had vanished before the wreckers in a cloud of broken brick and plaster. From my window I could look down into the cavity which had held it. Already the muddy floor was dotted with the tents of the excavators, and day and night unceasingly wagon loads of sticky clay and mud dragged up the incline to the street. Far down in the stifling air of the caissions the concrete roots were being planted, tied with cement and steel to the very core of the world.

The foundations were finished and the first thin steel columns stretched upward. In a day they multiplied. In ordered plan the crossbeams fell into their places and the great lattice of the substructure shaped itself. Then above the uproar and vibration of the street rose the angry clatter of the pneumatic reveters, steel against steel in a shattering reverberation.

With incredible rapidity the gaunt frame piled upward. On the topmost story the derricks crouched like giant spiders, thin legs firmly braced against post and beam, casting

their threads of steel softly to the distant street to take a dozen tons of girders in their grasp and lift them, gently turning, to the top. Against the pale sky the black ribs of the building surged higher. As through prison bars I saw the distant blue of the harbor, the familiar view had vanished, a miracle had transformed it. Untiring, hour after hour, the derricks lifted bales of steel to swing into their destined place, and as each new story was bolted down, the derricks lifted themselves heavily to the new lever, clean-cut against the sky, above the highest towers of the city.

Underline thus,(--------) the adverbs in the above paragraphs.

Possible Score 16

Less Errors _____

Score

Possible Score 20

Less Errors _____

Name _____ Score

THE ADJECTIVE AND ADVERB

Compare the following adjectives.

positive	comparative	superlative
1. bright	_____	_____
2. good	_____	_____
3. white	_____	_____
4. bad	_____	_____
5. beautiful	_____	_____
6. perfect	_____	_____
7. expensive	_____	_____
8. tall	_____	_____
9. round	_____	_____
10. quickly	_____	_____

Possible Score 13

Less Errors _____

Name _____ Score

THE ADJECTIVE AND ADVERB

Underline the correct word.

1. Of all the authors, I like Irving the (better, best).
2. Frank is the (older, oldest) of the two clerks.
3. Of the two suits, I think this one is the (more, most) becoming.
4. Which do you like (better, best), tennis or golf?
5. This is the (longer, longest) of all the letters.
6. Our records show (less, fewer) shipments today than a year ago.
7. I shall be (very, real) glad to see you.
8. I have (most, almost) finished my English course.
9. She (could, couldn't) stay only a few minutes.
10. Which of you three can run the (faster, fastest)?
11. He is (a, an) heir to the estate.
12. He aided in (a, an) heroic deed as (a, an) honorable man should.

Possible Score 20

Less Errors _____

Name _____ Score

THE ADJECTIVE AND ADVERB

Underline the correct word.

1. He works twice as (quick, quickly) as you do.
2. I bought (heavy, heavily) for the winter trade.
3. The cost of mailing would be (considerable, considerably).
4. No one regrets having done the work (slow, slowly) and (painstaking, painstakingly).
5. We want those machines to be made as (cheap, cheaply) as possible.
6. Some way will (probable, probably) be found to avoid it.
7. We have carried on for fifty years as a (successful, successfully) operated company.
8. We believe that everything can be arranged (satisfactory, satisfactorily) between us.
9. (Possible, possibly) we can arrange to return the goods.
10. Be sure to see that the system is operated (correct, correctly).
11. I suggest that you look this over very (careful, carefully).

12. It is impossible for a beginner to operate the business as (efficient, efficiently) as an experienced man.
13. I did the work (easier, more easily) than I thought I could.
14. Why do you work so (slow, slowly).
15. The prisoners were treated (ban, badly).
16. I feel (bad, badly).
17. She does the work (well, good).
18. This weather is (sure, surely) warm.
19. The fruit tastes (bitter, bitterly).
20. The old man looked (sad, sadly).
21. The whistle sounds very (loud, loudly).

Possible Score 10

Less Errors _____

Name _____ Score

THE ADJECTIVE AND ADVERB

Check the correct sentence.

_____ 1. It occurred on June 24.

_____ It occurred on June 24th.

_____ 2. My shoes are bran new.

_____ My shoes are brand new.

_____ 3. Yours respectively,

_____ Yours respectfully,

_____ 4. This size is likely to be too large.

_____ This size is liable to be too large.

_____ 5. This is a funny store.

_____ This is an odd store.

_____ 6. The man is no good.

_____ The man is worthless.

_____ 7. This here car is the most attractive.

_____ This car is the most attractive.

_____ 8. I have a slight headache.

_____ I have a kind of headache.

_____ 9. There are many accidents on that highway.

_____ There are lots of accidents on that highway.

_____10. He spoke angry.

_____ He spoke angrily.

Possible Score 12

Less Errors _____

Name _____ Score

THE ADJECTIVE AND ADVERB

Underline the incorrect word or phrase and state it correctly in blank at left.

_____ 1. The goods looked so badly we could not sell them.

_____ 2. It is difficult to readily distinguish between all wool and part wool.

_____ 3. This lot of paper will not be of no use to us after October 30.

_____ 4. Who do you think to be the loser by this method of procedure?

_____ 5. The whole success of the venture depends upon you doing as we suggested.

_____ 6. You cannot but fail to see the advantage of this.

_____ 7. I assure you this is the most desireable garment of the two.

_____ 8. We hope that the matter has been adjusted satisfactory.

_____ 9. If anyone wishes to interview me let them call after three o'clock.

_____10. Every advertising campaign, no matter how successful, have their weak points.

_____11. Sales are reasonable easy to make if the salesman knows his product.

_____12. This is only a sample of the many beautiful fabrics that is on sale tomorrow.

Possible Score 14

Less Errors _____

Name _____ Score

THE PREPOSITION.

Underline the prepositional phrases.

Dear Sir:

At this time of year your piano needs attention, and the best is none too good. A fine instrument is so delicate a piece of mechanism that only an expert is competent to tune and regulate it. As you know there are three parts to piano work--regulation of the action; voicing, or tone regulating; and tuning. If any one of these is neglected the life of your piano is not truly renewed, and the wear and tear of more general use is more telling on its lasting qualities.

We make a speciality of our Tuning Department. The men who are at your disposal are truly experts.

We serve as promptly as we do effeciently. Our charge, including all our expert care, is $3.00, which insures to you "Service to the Point of Satisfaction".

Sign and return the enclosed card. We know "Crown Quality Workmanship" will please you.

Yours very truly,

Possible Score 18

Less Errors _____

Name _____ _____ Score

THE PREPOSITION

Strike out incorrect prepositions and supply correct preposition where necessary.

1. Mr. Hood stepped in the car.
2. Where is the letter at?
3. They went to the station and got on to the train.
4. I will trust the information to you.
5. Where are you going to?
6. He is a man of about forty years of age.
7. The child fell off of the chair.
8. They will acquit him from stealing.
9. She walked heavily in the house.
10. He entered into correspondence to the firm.
11. The matter will be settled inside of two days.
12. He pleased his employer in going to the meeting.
13. This course is quite different from that.
14. I am sorry to differ from you.
15. Do you remember of meeting my father?
16. He climbed on the roof by the aid of the ladder.
17. We anxiously awaited for the answer.
18. I cannot take the money off him.

Possible Score 19

Less Errors _____

Name _____ Score

THE PREPOSITION

Underline the prepositional phrases.

1. The old clock on the landing of the stairs ticked away the seconds of that dreary day during which it seemed to be the rain never for a moment ceased to beat against the windows of my room.
2. In accordance with my instructions I searched with strict scrutiny the features of everyone who was in the room when I arrived or who came into it after that time.
3. I was about to speak when the man behind me began to address the chair.
4. We hope to be able to grant a number of certificates to the members of both your beginning and advanced classes.
5. Will you please inform this office as to the cost for the service of floats to bring in these trucks?

Write above each phrase whether it is an adjective or adverb phrase. Indicate adjective, adj., and adverb adv.

Possible Score 19

Less Errors _____

Score

Possible Score 16

Less Errors _____

Name _____ Score

THE PREPOSITION

Exactness of adjectives, adverbs and prepositions. Fill in the blanks with the proper word.

1. Above, foregoing.

   The _____ articles were well written.

   Place this _____ the other.

2. Among, between.

   Divide the money _____ the three boys.

   Why don't you settle this _____ yourselves? You and John are the only two concerned.

3. Cheap, moderate.

   We will rent an apartment that is _____ in price and keep within reasonable limits.

   We have very little money. Show us something _____.

4. Definite, explicit.

   I do not understand you. Be more _____ in your ideas.

   We have a very _____ way of doing things.

5. Directly, immediately.

   My appointment is in five minutes so I must leave _____.

There is no particular hurry and I will join you

_____.

6. Healthy, healthful.

Eat your spinach. It is _____ .

She is a _____ child.

7. New, novel.

The car attracted much attention as it was a very

_____ color.

We have never owned a car before; therefore it is

_____ to us.

8. Liable, likely.

You are _____ to suffer unpleasant results.

As we have not had rain for some time, it is _____

to rain soon.

Possible Score 14

Less Errors _____

Name _____ Score

THE CONJUNCTION

Underline the conjunctions in the following letter.

From "Hubert and Hager"--Business English.

Dear Sir:

To be able to understand and converse in a language other than English is not only an accomplishment to be proud of but also a necessity. It is needless to point out to the professional or business man the advantages of knowing French, German, or Spanish.

If you are contemplating a trip to Europe and wish to study a foreign language, our courses will appeal to you. You can study any modern language at home with our new language course. It is by far the simplest, most complete, and most thorough ever offered.

Try our free demonstration. If you are then satisfied it will teach you the language you wish to learn, you may either pay for it in monthly payments, if desired, or you may return the course at our expense.

Catalogue terms on request.

Yours truly,

Possible Score 6

Less Errors _____

Name _____ Score

THE INTERJECTION

Underline the interjections.

1. Alas! It is true.

2. Yes, it is a well known fact.

3. Well, this is a pleasure.

4. So you won the prize, eh?

5. No, we will not go into the matter.

6. Ladies and gentlemen. I will now produce evidence.

Possible Score 300

Less Errors _____

Name _____ Score

SPELLING

Pronounce words to class.

From "Business Correspondence"--McClouskey.

absence	analysis	boundary
absolutely	apparatus	breathe
accept	apparent	brilliant
accidentally	appropriate	Britain
accommodate	arctic	bureau
accumulate	argument	business
accustomed	arrangement	calender
achievement	assistance	certain
acknowledgment	association	changeable
acquaintance	athletic	chauffeur
adviser	attendance	clientele
aerial	audience	coming
all right	auxiliary	commission
almost	bacnelor	committee
although	becoming	comparative
always	beginning	competitive
amateur	believe	completely
among	benefited	conceivable

concern
conference
conferred
confident
conscientious
conscious
consistent
controlled
convenience
courtesy
criticize
(or criticise)
cylinder
deceived
decision
deferred
deficient
definite
dependent
descend
description
desirable
desperate
develop
development
dining room
disappeared
disappoint
disastrous
discipline
discussion
diseased
dissatisfied
distributor
division
dormitories
drudgery
efficiency
either
eligible
eliminate
embarrass
employee
emphasize
encouraging
environment
equipped
especially
essential
exaggerate
exceed
excel
excellent
exhausted
exhilarate
existence
exorbitant
experience
extension
familiar
fascinate
February
fiery
finally
financier
foreign
foremost
fortunately
forty
fourth
friend
generally
genius
government
grammar

grandeur
grievance
guard
having
height
hindrance
hoping
humorous
hundredth
hurriedly
hygienic
imaginary
immediately
incidentally
indefinite
independent
indispensable
inevitable
influential
intentionally
intercede
interested
interpreted
interrupt
irrelevant
irresistible
judgment
knowledge
laboratory
laid
leisure
library
license
lightning
literature
maintenance
marriage
mathematics
mercantile
minature
miscellaneous
mischievous
mortgage
murmur
mysterious
necessary
neither
nickel
niece
ninety
noticeable
obedience
obstacle
occasion
occurred
occurrence
omission
opinion
opportunity
optimistic
outrageous
paid
parallel
parliament
particular
preceive
perform
perhaps
permanent
permissible
perseverance
personal
personnel
perspiration
persuade

picnic
picnicking
pleasant
possession
possible
practically
prairie
precede
preference
preferred
prejudiced
preparation
privilege
probably
proceed
professor
pronunciation
psychology
pursue
quantity
questionnaire
really
receded
received
recognize
recommend
referring
relieve
religious
repetition
representative
restaurant
rhythm
ridiculous
sacrifice
scarcely
scene
schedule
science
secretary
seize
separate
sergeant
severely
shining
siege
similar
sophomore
specimen
speech
stretched
succeed
successful
superintendent
supersede
supervisor
surely
surprise
swimming
syllable
symmetrical
synonym
technical
temperament
tenant
tendency
thorough
through
together
tragedy
transferred
traveled
(or travelled)
tries
unanimous

unconscious

undoubtedly

universally

unnecessary

until

unusual

useful

using

usually

vacancy

valuable

vengeance

vigilance

village

villain

volunteer

weather

weird

welfare

whenever

wherever

whether

Possible Score 50

Less Errors _____

Name _____ Score

SPELLING

Supply ie or ei.

rec ve

bel ve

fr nd

n ther

rel f

w gh

conven nt

f ld

n ghbor

for gn

p ce

rec pt

h ght

dec ve

perc ve

ach vement

gr ve

br f

th f

ch f

n ce

l n

s ge

pr st

rec pt

Possible Score 25

Less Errors _____

Name _____ Score

SPELLING

Write the present participle.

come	_____	retain	_____
run	_____	reavel	_____
get	_____	limit	_____
refer	_____	forbid	_____
prepare	_____	forget	_____
begin	_____	conceal	_____
chat	_____		
trot	_____		
cheat	_____		
sit	_____		
pen	_____		
leap	_____		
treat	_____		
pine	_____		
knot	_____		
peal	_____		
quit	_____		
wax	_____		
bow	_____		

Possible Score 30

Less Errors _____

Name _____ Score

SPELLING

Write plurals.

city	_____	staff	_____
gulf	_____	roof	_____
lady	_____	ox	_____
match	_____	cupful	_____
tomato	_____	brother-in law	_____
cameo	_____	beef	_____
monkey	_____	lily	_____
piano	_____	company	_____
circus	_____	fish	_____
solo	_____	foot	_____
hero	_____	library	_____
zero	_____		
negro	_____		
echo	_____		
lasso	_____		
cargo	_____		
fairy	_____		
tooth	_____		
loaf	_____		

Possible Score 80

Less Errors _____

Name _____ Score

DIVISION OF WORDS BETWEEN SYLLABLES

Write each word divided into its syllables.

edition	_____	anniversary	_____
latter	_____	summary	_____
imitate	_____	trsgedy	_____
caution	_____	syllable	_____
balance	_____	corduroy	_____
ached	_____	length	_____
social	_____	specimen	_____
currency	_____	vehicle	_____
certain	_____	acquaintance	_____
colonel	_____	parenthesis	_____
laborer	_____	autumn	_____
visitor	_____		
commercial	_____		
written	_____		
preparation	_____		
commission	_____		
ingredients	_____		
hideous	_____		
chord	_____		

Possible Score 62

Less Errors _____

Name _____ Score

PUNCTUATION

Punctuate following sentences supplying period, question mark, and exclamation point.

1. Take us at our word
2. We have been told by Mr Warren M Jones that you sold your business to Mr John Smith
3. Which would you prefer, the light or dark finish
4. He asked me if I would come for an interview tomorrow
5. Alas The letter is lost
6. What size shall we send
7. The price of the suit is $27 50 C O D
8. Send the order to Manhattan, Kansas, so it will arrive at 7:30 P M
9. When you saw the house did you notice its strange windows
10. If you had money deposited in a bank and the bank failed, you would lose
11. Can we trust him and will he fulfill all his promises to us
12. Hurry The Wabash leaves the Union Station for St Louis at 3:45 A M

13. In answer to your adv no 421, we will send the mdse to 522 Kansas Ave at once

14. Cordially yours,

Theo K Brown & Co

15. Suppose someone left you $10,000

16. May we hear from you promptly in regard to the matter

17. How large is Chicago Los Angeles Pittsburg

18. I asked him who invented the printing press

Mr B H Jones

Omaha, Nebr

Dear Mr Jones:

On the 12th of last month we received your order for 25 ft of lumber We gave you prompt service on this order, and, in turn, we expected prompt payment. Would you please send us your check for four dollars ($400) at once

Yours truly,

Dear Sir:

I am thinking of entering K S C this fall, and, as it will be necessary for me to earn a part of my own expenses, I should like some information in regard to possibilities for work What types of jobs are open to students How many students who desire to work are successful in getting jobs If I should work four hrs each day, how many hrs of school work would I be allowed to carry Does the school

help in finding work Would the chances be better for finding work now or after school begins

I shall appreciate this and any other information you could give me

Yours truly,

Possible Score 48

Less Errors _____

Name _____ Score

PUNCTUATION

Insert periods, question marks, exclamation points, and commas.

1. Therefore the plaintiff demands judgment for one hundred dollars
2. The death roll from typhoid continues to lengthen and the people here have begun to realize the fact
3. I went with him to Chicago where I left him
4. After spending years in accumulating his fortune it was gone in a day
5. The two that were left were not used
6. We can furnish you woolen blankets in white black and white black and red scarlet grey cardinal and fancy plaid
7. Los Angeles the center of the earthquake zone was badly damaged
8. I am sure Mr Simpson that the order was shipped
9. The verdict as a matter of course was that he was guilty
10. Referring to your letter of August 1 we are sending you a check for rent on your house and lot $40 00

11. Mr Paul Jackson 1222 Holmes St Chicago Illinois will be here on Friday
12. During the first year of our business we have enjoyed good trade
13. The man wearing the brown coat is my brother
14. My brother bought a new coat which is brown
15. The chimney that was blown down last night in the storm should have been mended long ago
16. We counted ten chimneys that were blown down last night
17. In answer to your letter of June 18 the terms you quote are satisfactory
18. All orders that reach us before the first of the month will be filled immediately

Possible Score 34

Less Errors _____

Name _____ Score

PUNCTUATION

Insert commas, question marks, exclamation points, periods, colons, and semi-colons.

1. 42 Pine St

   St Louis Missouri

2. The flour works with any reciept you now have it largely eliminates failure in cake baking

3. Before an applicant receives a position the employer wants to know certain facts for example he wants to know about the training and experience of the applicant

4. Your account must be paid in full by the tenth otherwise we shall have to turn it over to a collection agency

5. Dear Sir

6. At the meeting only one change was made graft

7. Mark II 6-14

8. The question before the council is this How can our men be given work

9. On our trip you will need the following articles a tent a camp stove and cooking utensils

10. The chauffeur who was really a capable driver could not see the other car a large sedan coming swiftly around the corner and as he turned to go up Tenth Street the two cars met in an unavoidable collision
11. We liked the car.therefore we bought it
12. The job being done the mechanic departed

Possible Score 19

Less Errors _____

Name _____ Score

PUNCTUATION

Supply all punctuation marks studied including dash and parenthesis.

1. I will send you a check for ten dollars $10
2. Change today to Veedol the carbon free motor oil
3. When a man is puzzled over the dozen of problems which come up in everyday business buying selling advertising and managing a store little matters like the enclosed account easily slip out of mind.
4. If you are satisfied with the radio and I am sure that you are you may purchase it on easy terms
5. When the millennium comes if it ever does all our problems will be solved
6. He has robbed himself of the most precious thing a man can have in business friends

Possible Score 82

Less Errors _____

Name _____ Score

PUNCTUATION

Supply capitals and quotation marks, and any other punctuation necessary.

1. what he asked do you intend to do now
2. germany is over populated he said
3. i asked why he had not succeeded
4. i shall be home tuesday he said come to see me then
5. the officer said i warned the defendent that he was going too fast but he shouted mind your own business
6. what did john mean when said that
7. please read the pit and the pendulum to the class
8. roosevelts new deal seems to be meeting favorably with the public
9. wait
10. look he cried
11. the train came in she said half an hour ago i do not see them in the waiting room i think they did not come
12. as we were riding along one of the men spoke up i heard a farmer shout you better try the bridge lower down

Possible Score 30

Less Errors _____

Name _____ Score

THE APOSTROPHE

Form contractions of the following:

1. cannot _____
2. do not _____
3. will not _____
4. it is _____
5. have not _____

Form the plurals of the following:

6. g _____
7. 9 _____
8. and _____
9. & _____
10. r _____

Form possessive case of the following:

11. company _____
12. boy _____
13. men _____
14. man _____
15. children _____

16. boys _____
17. James _____
18. Jameses _____
19. horses _____
20. companies _____
21. Dickens _____
22. Burns _____
23. oxen _____
24. cows _____
25. woman _____
26. women _____
27. girls _____
28. Johnson and Scott (jointly) _____
29. Robert and John (separately) _____
30. someone else _____

Possible Score 53

Less Errors _____

Name _____ Score

ABBREVIATIONS

Write correct abbreviations for the following according to postal specification.

Alabama	_____	Kentucky	_____
Alaska	_____	Louisiana	_____
Arizona	_____	Maine	_____
Arkansas	_____	Maryland	_____
California	_____	Massachusetts	_____
Canal Zone	_____	Michigan	_____
Colorado	_____	Minnesota	_____
Connecticut	_____	Mississippi	_____
Delaware	_____	Missouri	_____
District of		Montana	_____
Columbia	_____	Nebraska	_____
Florida	_____	Nevada	_____
Georgia	_____	New Hampshire	_____
Idaho	_____	New Jersey	_____
Illinois	_____	New Mexico	_____
Indiana	_____	New York	_____
Iowa	_____	North Carolina	_____
Kansas	_____	North Dakota	_____

Ohio _____

Oklahoma _____

Oregon _____

Pennsylvania _____

Philippine
Islands _____

Porto Rico _____

Rhode Island _____

South Carolina _____

South Dakota _____

Tennessee _____

Texas _____

Utah _____

Vermont _____

Virginia _____

Washington _____

West Virginia _____

Wisconsin _____

Wyoming _____

Possible Score 61

Less Errors _____

Name _____ Score

ABBREVIATIONS

What words do the following abbreviations stand for?

acct.	_____	C. O. D.	_____
A. D.	_____	dept.	_____
adv.	_____	doz.	_____
amt.	_____	dr.	_____
ans.	_____	ea.	_____
assn.	_____	etc.	_____
Ave.	_____	ex.	_____
A-1	_____	e. g.	_____
bal.	_____	F. O. B.	_____
bbl.	_____	gal.	_____
B/L	_____	gro.	_____
bldg.	_____	C	_____
bu.	_____	i. e.	_____
via.	_____	Inc.	_____
cts.	_____	ins.	_____
cap.	_____	I. O. U.	_____
chgd.	_____	Jr.	_____
Co.	_____	lb.	_____
c/o	_____	Ltd.	_____

mdse. _____

mgr. _____

viz. _____

no. _____

p. _____

p & l _____

pk. _____

pkg. _____

P. M. _____

p. o. _____

P. S. _____

R. R. _____

Ry. _____

St. _____

supt. _____

vs. _____

yr. _____

Commercial Characters

@ _____

% _____

_____

£ _____

$ _____

¢ _____

Possible Score 10

Less Errors _____

Name_____ Score

CLEARNESS OF SENTENCE STRUCTURE

Rewrite the following sentences making the clear.

1. A good advertisement in the "Star" brings a larger number of replys and makes a greater percent profit then any publication.
2. You take no risk. We put the strongest possible guarantee on our values, and if not satisfied with results refund money.
3. We believe our prices are lower than our competitors.
4. Have been in business for years.
5. In addition to operating architectural and structural plant have well equipped machine shop.
6. Passengers are warned not to get off cars while in motion.
7. He did not know the manugacturer had so heavily insured the plant.
8. No factory in America is as well equipped as ours in milwaukee
9. Offer received and terms accepted.

10. We guarantee satisfaction, and if you are not, your money will be refunded.

Possible Score 12

Less Errors _____

Name _____ Score

PARTS OF BUSINESS LETTER

Name all parts of business letter included in the illustration

INTERNATIONAL SUIT COMPANY

Baltimore, Maryland

January 8, 1933

Mr. James Smith

Syracuse, Missouri

Dear Sir:

We are writing to call your attention that your account of $50.00 is long past due. We ask you to give this matter your early attention.

Yours truly,

Fred Dyer

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Name the 5 C's of business letter writing.

1. _____

2. _____

3. _____

4. _____

5. _____

Possible Score 50

Less Errors _____

Name _____ Score

LETTER HEADINGS

Write correctly the following headings, using open punctuation and block style on 1, 2, 3, and closed punctuation and indented style on 4, 5, 6. Use necessary capitals. Leave abbreviations as given.

1. november 1 1932 tarrytown n y
2. brooklyn n y 408 atlantic ave 1930 april 12
3. janesville indianna box 826 octover 5 1930
4. boston massachussets 26 ehepherd st july 6 1933
5. st regis hotel 55th st end fifth avenue new york city september 7 1930
6. board of trade bldg cincinnati ohio june 26 1933

Possible Score 50

Less Errors _____

Name _____ Score

THE INSIDE ADDRESS AND SALUTATION

Rewrite the following inside addressos correctly, using closed punctuation and block style on 1, 2, 3, and open punctuation and indented style on 4, 5. Supply capitals when necessary.

1. Mr Richard Hubbard East Orange Missouri Dear Sir
2. r h martin & co 196 main st city of new york my dear sir
3. frederick brown mountain lakes new jersey dear mr brown
4. prof j scott clard northwestern university evanston illinois my dear sir
5. prof john riley dean of graduate school briston college england dear sir

Possible Score 10

Less Errors _____

Name _____ Score

INSIDE ADDRESS AND SALUTATION

Check each error in addresses.

1. The Ingram Manufacturing Company
   2214 Jackson Street
   Philadelphia Pennsylvania

   Gentlemen:

2. The Ingram Manufacturing Co.
   2214 Jackson Street,
   Philadelphia, Pennsylvania
   Dear Sirs:

3. Mr. G. H. Quinn
   Emerson Building
   Nashville, Tennessee

   Gentlemen:

4. Public Service Conatruction Company
   31 Union Square
   Scranton, Pennsylvania

   Gentlemen:

5. Mr. Amos F. Howells,

   #89 West Frong Street

   New Port Rhode Island

   My Dear Sir:

Possible Score 10

Less Errors _____

Name _____ Score

COMPLIMENTARY CLOSE

Rewrite the following complimentary closes in correct form.

1. Y'rs resp'lly

2. Yours Very Truly

3. Yours respectively

4. I beg to remain, Yours Truly

Possible Score 15

Less Errors, _____

Name _____ Score

PUNCTUATING CLOSED STYLE

Supply all punctuation illustrating closed type.

81 Vernon Place
Albany N Y
September 14 1921

Public Service Manufacturing Co
362 Euclid Avenue
Cleveland Ohio

Gentlemen:

As requested in your letter of April 4, we are asking the railway company to trace our shipment on March 29.

If you do not receive this material please drop us a line. We will then duplicate the order and place a claim with the railroad for the original shipment.

Yours truly

John Barrett

Possible Score 15

Less Errors _____

Name _____ Score

PUNCTUATING OPEN STYLE

Supply punctuation illustrating open style.

81 Vernon Place
Albany N Y
September 14 1929

Public Service Manufacturing Co
362 Euclid Avenue
Cleveland Ohio

Gentlemen:

As requested in your letter of April 4, we are asking the railway company to trace our shipment on March 29.

If you do not receive this material please drop us a line. We will then duplicate the order and place a claim with the railroad for the original shipment.

Yours truly

John Barrett

Possible Score

Less Errors _____

Name _____ Score

PLACEMENT

Recopy letter placing it correctly on page.

45 Spruce Street
Rochester, New York
January 7, 1933

Speed King Tire Company
Akron, Ohio

Gentlemen:

I am interested in securing a set of Speed King Tires for my car. Would you please send me the names of local dealers who handle these tires?

Very truly yours

John Stone

Possible Score 50

Less Errors _____

Name _____ Score

BLOCK FORM

Write the following letter using block form throughout, open style punctuation. Supply capitals.

312 avenue west new bedford massachussets january 1 1933 printers ink publishing company 12 west 31st street new york city gentlemen your publication affords so much food for thought that I have formed the habit of taking each number to my library marking such articles that should be called to the attention of one or another of my staff many other manufacturers would find it to their advantage to study it yours truly michael o'hara

Possible Score 50

Less Errors _____

Name _____ Score

INDENTED FORM

Write the following letter using indented form throughout, open style punctuation. Supply capitals.

312 avenue west new bedford massachussets january 1 1933 printers ink publishing company 12 west 31st street new york city gentlemen your publication affords so much food for thought that i have formed the habit of taking each number to my library marking such articles that should be called to the attention of one or another of my staff many other manufacturers would find it to their advantage to study it yours truly michael o'hara

Possible Score 16

Less Errors _____

Name _____ Score

STEROTYPED EXPRESSIONS

Below is a list of sterotyped expressions. Substitute for each a better expression.

Example--Replying to yours of the 15th inst.

Better--In reply to yours letter of June 15.

1. advise
2. your letter at hand
3. beg to remain
4. duly credited
5. enclosed please find
6. we are enclosing herewith
7. a check in amount of
8. inasmuch as
9. your kind order
10. kindly oblige us with a check
11. per yard
12. previous to
13. prior to
14. your letter of recent date
15. found same to be correct
16. the writer has been asked

Possible Score 10

Less Errors _____

Name _____ Score

STEROTYPED EXPRESSIONS

Make a list of all errors in the following letter.

Dear Sir:

Replying to your osteemed favor of the 23d inst. we beg to say that our supply of catalogues has become exhausted, due to the unprecedented demand for same. A new edition is now on press, and delivery of a portion thereof is promised us by the 2nd prox. Copy will then be mailed to you. Trusting that the delay causes you no inconvenience, we beg to remain,

Yours very truly,

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Possible Score 12

Less Errors _____

Name _____ Score

TELEGRAMS

How many words would each of the following be in a telegram?

1. vacation _____
2. North Carolina _____
3. A. M. _____
4. J. K. E. F. _____
5. St. Louis _____
6. 45.68 _____
7. third _____
8. 3rd _____
9. J. R. Carter, Jr. _____
10. O. K. _____
11. C. O. D. _____
12. 600000 _____

KEYS

The Sentence, page 7.

1. simple
2. complex
3. simple
4. complex-compound
5. complex
6. complex
7. simple
8. compound
9. complex
10. complex-compound
11. simple
12. complex-compound
13. comples
14. compound
15. simple
16. complex
17. complex-compound
18. complex

The Sentence, page 9.

1. sentence
2. clause
3. clause
4. phrase
5. sentence
6. clause
7. phrase
8. clause
9. sentence
10. phrase
11. phrase
12. sentence
13. clause
14. clause
15. phrase
16. phrase
17. phrase
18. phrase
19. phrase
20. phrase
21. phrase
22. sentence

23. sentence

24. phrase

The Noun, page 11.

1. mail, N; factor, N business, O.
2. folks, N; hunches, O; emotion, O; theories, O; logic, O.
3. thrift, N; performance, N.
4. office, N; months, O; cubjects, O.
5. finish, N.
6. houra, O; six O; shirt, N; Arrow Dress Shirt, N.
7. boy's P; gymnasium, N; thacher's, P; coat-room, N; cafeteria, N; assembly, N; occasion, O.
8. audience, N; attention, O; Sousa's, P; band, N; anthem, O;
9. company, N; verge, O; bankrupcy, O.
10. restaurant, O; way, O; home, O; afternoon, O.
11. Mexico, N; countries, N; Central America, O.
12. banker, O; cawyer, O; way, O; court, O.
13. man, O.
14. secretary, N; callers, O; magazine, O; book, O; newspaper, O.

Business Letter. styles, O; order, O; book, O; line, O; styles, O.

The Noun, page 13.

1. policy, Penn Mutual Life Insurance Company.
2. country, companies.
3. account, First National Bank.
4. Manual Training High School, Championship.
5. President Cleveland, duty, president.
6. bank, city.
7. schools, county, contest.
8. Mexico, wars.
9. secretary, president, company, conference.
10. Thanksgiving Day, United States, festival, thanksgiving, blessings, year.

    Business Letter. Armistice Day, holiday, proclamation, president, governors, states, 1918, day, United States, day, November.

The Noun, page 15.

1. capacity, ability
2. novice, amateur
3. quantity, amount
4. vocation, avocation
5. estimate, bid
6. clients, customers
7. depot, station
8. discovered, invented
9. merchandise, goods
10. placcard, poster
11. proposal, proposition
12. recipe, receipt
13. wages, salary
14. statue, stature, statute

The Pronoun, page 18.

1. he
2. he
3. her
4. I
5. she
6. him
7. we
8. she
9. he
10. she
11. her
12. him, me
13. his
14. his
15. his
16. its
17. him
18. he, I
19. him, I
20. I
21. they
22. them
23. we
24. us
25. us

The Pronoun, page 20.

1. restrictive
2. non-restrictive
3. non-restrictive
4. restrictive
5. restrictive
6. restrictive
7. restrictive
8. restrictive
9. non-restrictive
10. non-restrictive
11. non-restrictive
12. restrictive
13. non-restrictive

The Pronoun, page 20.

1. All employees that have been with the company one year are entitled to two week's vacation.
2. Mr. Post, who is a member of the Baptist Church, is out of the city.
3. This is Dr. Good, whose work I recommend to you.
4. The dress that I ruined belonged to my sister.
5. The car which was stolen had been badly damaged.
6. The team that I belong to will hold a meeting Monday.
7. All those whose books are perfect will be given a large salary.
8. This is the lady whom we met at the convention.
9. The check, which came with this letter, is not for the proper amount.
10. Ceaser, who was a great Roman Emperor, fought many wars.

Dear Mrs. White:

11. Will you please see me about your son, who has not
12. been in school for several days? (12) I porsume you
13. know that he is behind in his classes. (13) His teachers, who have all reported to the office, say he should be in school every day.

The Pronoun, page 22.

1. whom
2. who
3. who
4. whom
5. whom
6. who
7. whom
8. who
9. whom
10. whom
11. whom
12. who
13. who
14. whom
15. who

The Pronoun, page 23.

1. I, P; that, R; your, Pos.
2. we, P; you, P; this, A.
3. we, P; that, R; you, P; this, A; that, R; you, P it, P.
4. that, D; I, P.
5. it, P; us, P; our, Pos.
6. which, I; we, P.
7. our, Pos;
8. whoever, R; his, Pos.
9. some, Ind; his, Pos; others, Ind.
10. few, Ind; any, Ind.
11. this, D; which, R; I, P; you, P.
12. we, P; you, P; any, A.
13. you, P; I, P;
14. us, P; this, A;

15. we, P; you, P; which, R; we, P; what, R; you, P.

Business Letter.

my, Pos; I, P; that, R; you, P; your, Pos; I, P; that, R; my, Pos; you, P; you P; nothing, Ind; this, A; which, R; you, P; you P; several, A; me, P; I, P; another, Ind; you, P.

The Pronoun, page 25.

1. The magazine is ours.
2. There are a number of wonderful sights.
3. I will start in a few days.
4. Student after student handed in his name.
5. I will go a short distance with you.
6. This morning's paper said the banks were closed.
7. Is not Thanksgiving Day celebrated in Europe?
8. He has an appointment with his lawyer.
9. In what kind of business are you?
10. They are a long way off.
11. You have no right to be here.
12. Ask anyone of the three boys.
13. I am working in the evenings.
14. It's up to you.
15. Give me those papers.

The Verb, page 27.

1. intransitive; is
2. intransitive; will be held
3. transitive; held
4. transitive; should have
5. intransitive; was tried
6. intransitive; found
7. transitive; outlines
8. transitive; quote
9. intransitive; will be due
10. transitive; needs
11. intransitive; will be adknowledged
12. transitive; am sending
13. intransitive; lives
14 intransitive; is
15. transitive; enclose

The Verb, page 29.

1. active; have completed
2. passive; was bought
3. passive; was looked up
4. active; received
5. active; regret
6. active; cheered

7. passive; were cheered

8. active; look up

9. passive; were told

10. passive; was received

The Verb, page 30.

Infinitives	Part of Speech
to go	adverb
to satisfy	adjective
to please	adjective
to operate	noun
Gerunds	**Part of Speech**
playing	noun
painting	noun
Participles	**Part of Speech**
banking	adjective
finishing	adjective
continued	adjective
running	adverb

The Verb, page 32.

1. are	5. are	9. are
2. is	6. is	10. are
3. doesn't	7. were	11. were
4. were	8. is	12. is

13. has	17. were	21. were
14. has	18. comes	22. is
15. is	19. is	23. is
16. is, his	20. is	24. was

The Verb, page 34.

1. write, wrote, shall write, have written, had written, shall have written.
2. walk, walked, shall walk, have walked, had walked, shall have walked.
3. see, saw, shall see, have seen, had seen, shall have seen.
4. make, made, shall make, have made, had made, shall have made.
5. say, said, shall say, have said, had said, shall have said.
6. take, taken, shall take, have taken, had taken, shall have taken.
7. begin, began, shall begin, have begun, had begun, shall have begun.
8. play, played, shall play, have played, had played, shall have played.
9. open, opened, shall open, have opened, had opened, shall have opened.
10. pay, paid, shall pay, have paid, had paid, shall have paid.

The Verb, page 35.

1. write, is written, were written, will be written, has been written, had been written, will have been written.
2. walk, is walked, were walked, will be walked, has been walked, had been walked, will have been walked.
3. see, is seen, were seen, will be seen, has been seen, had been seen, will have been seen.
4. make, is made, were made, will be made, has been made, had been made, will have been made.
5. say, is said, were said, will be said, has been said, had been said, will have been said,
6. take, is taken, were taken, will be taken, has been taken, had been taken, will have been taken.
7. begin, is begun, were begun, will be begun, has been begun, had been begun, will have been begun.
8. play, is played, were played, will be played, has been played, had been played, will have been played.
9. open, is opened, were opened, will be opened, has been opened, had been opened, will have been opened.
10. pay, is paid, were paid, will be paid, has been paid, had been paid, will have been paid.

The Verb, page 36.

1. think
2. mailed
3. had ordered
4. will appeal
5. instructed
6. applies
7. will have been
8. will be sent
9. were followed
10. is broken
11. had been built
12. has been gone

The Verb, page 38.

arise, arose, arisen
awake, awoke, awaked
be, was, been
beat, beat, beaten
become, became, become
begin, began, begun
bent, bent, bent
bid, bade, bidden
bind, bound, bound
blow, blew, blown
break, broke, broken
brought, brought, brought
burst, burst, burst
choose, chose, chosen
come, came, come
cost, cost, cost
creep, crept, crept
cut, cut, cut
do, did, done
draw, drew, drawn
drink, drank, drunk
drive, drove, driven
eat, ate, eaten
fall, fell, fallen
flee, fled, fled
fly, flew, flown
flow, flowed, flowed
freeze, froze frozen
give, gave, given
go, went, gone
grow, grew, grown
hide, hid, hidden

have, had, had,
hang, hung, hung
hang, hanged, hanged
know, knew, known
kneel, knelt, knelt
lay, laid, laid
lend, lent, lent
lie, lay, lain
let, let, let
prove, proved, proved
pay, paid, paid
ride, rode, ridden
rise, rose, risen
run, ran, run
raise, rose, risen
see, saw, seen
slay, slew, slain
sow, sowed, sown
sit, sat, sat
set, set, set
sleep, slept, slept
swing, swung, swung
swim, swam, swum
sweep, swept, swept
wring, wrung, wrung
write, wrote, written

The Verb, page 41.

1. doesn't, ridden
2. seen
3. taken
4. doesn't, saw
5. seen, knew
6. were
7. let
8. have, swum, known
9. rang, ran
10. worn
11. gone
12. sang, sung
13. did, came
14. sitting
15. setting
16. sit
17. sit
18. lay
19. rise
20. taught

21. rose
22. lay
23. lay
24. may
25. except
26. accept, except
27. lose, loose
28. affected, effect
29. laid, lying
30. sat
31. expect
32. sat
33. lying, laid
34. leave
35. rising

The Verb, page 44.

1. May I have the money?
2. Let me go with you.
3. Yours truly,
4. Lend me some money.
5. He should have been there.
6. Half past twelve.
7. School begins at nine.
8. You should try to come.
9. Do you sell the merchandise.
10. I'd like to go.
11. The car needs repairing.
12. He is almost 40 years old.
13. Let us plan a party.
14. He is preparing to leave.
15. I have little confidence in what he says.

16. What did you think of the situation?

The Verb, page 46.

1. published, advertise
2. affect, effected
3. pled, argued
4. demand, ask
5. take, bring
6. hanged, hung
7. inquired, investigated
8. laid, lie
9. sit, set
10. located, settled

The Adjective and Adverb, page 48.

Adjectives. the, old, brick, the, a, broken, my, the, the, muddy, the, the, wagon, sticky, the, the, the, stifling, the, the, concrete, the, very, the, the, the, first, thin, steel, a, ordered, the, their, the, great, the, the, the, the, the, angry, the, pneumatic, steel, against, steel, a, shattering, incredible, the, gaunt, the, topmost, the, giant, thin, their, the, distant, a dozen, their, the, the, pale, the, black, the, prison, the distant, the, the, familiar, a, untiring, the, their, destined, each, new, the, the, new, clean-cut, the, the, highest, the.

Adverbs. down, already, day and night, unceasingly, for, down, upward, then, upward, firmly, softly, gently, higher, hour after hour, down, heavily.

The Adjective and Adverb, page 50

1. bright, brighter, brightest
2. good, better, best
3. white, whiter, whitest
4. bad, worse, worst
5. beautiful, more beautiful, most beautiful
6. perfect, (not compared)
7. expensive, more expensive, most expensive
8. tall, taller, tallest
9. round, (not compared)
10. quickly, more quickly, most quickly

The Adjective and Adverb, page 51.

1. best
2. older
3. more
4. better
5. longest
6. fewer
7. very
8. almost
9. could
10. fastest
11. an
12. a

The Adjective and Adverb, page 52

1. quickly
2. heavily
3. condiderable
4. slowly, painstakingly
5. cheaply
6. probably
7. successfully
8. satisfactorily

9. possibly
10. correctly
11. carefully
12. effeciently
13. more easily
14. slowly
15. badly
16. bad
17. well
18. surely
19. bitter
20. sad
21. loud

The Adjective and Adverb, page 54.

1. It occurred on June 24.
2. My shoes are brand new.
3. Yours respectfully,
4. This size is likely to be too large.
5. This is an odd store.
6. The man is worthless.
7. This car is the most attractive.
8. I have a slight headache.
9. There are many addicents on that highway.
10. He spoke angrily.

The Adjective and Adverb, page 56.

1. badly, bad
2. readily distinguish, distinguish readily
3. not, will be of no use
4. who, whom

5. whole, whole venture
6. but, you cannot fail
7. most, more
8. satisfactory, satisfactorily
9. them, him
10. have their, has its
11. reasonable, reasonably
12. is, are

The Preposition, page 58.

At this time, of year, of mechanism, to piano work, of the action, of these, of your pianos, of more general use, on its lasting qualities, of our Tuning Department, at your disposal, to you, to the point, of satisfaction.

The Preposition, page 59.

1. Into, instead of in.
2. Omit at.
3. On, instead of onto.
4. O. K.
5. Omit to.
6. Omit of.
7. Omit of.
8. of, instead of from.
9. Into, instead of in.

10. With, instead of to.

11. Within, instead of inside of.

12. By, instead of in.

13. O. K.

14. O. K.

15. Omit of.

16. Onto, instead of on.

17. Omit for.

18. From, instead of off.

The Proposition, page 60.

1. on the landing, adj.; of the stairs, adj.; of that dreary day, adj.; during which, adj.; for a moment, adv.; of my room, adj.

2. in accordance, adv.; with my instructions, adj.; with strict scrutiny, adv.; of everyone, adj.; in the room, adv.; into it, adv.

3. behind me, adj.

4. of certificates, adj.; to the members, adv.; of both your beginning and advanced classes, adj.

5. as to the cost, adv.; for the service, adj.; of floats, adj.

The Preposition, page 61.

1. foregoing, above
2. among, between
3. moderate, cheap
4. explicit, definite
5. immediately, directly
6. healthful, healthy
7. novel, new
8. liable, likely

The conjunction, page 63.

and, other than, not only, but also, or, or, if, and, and, if, either, if, or, and.

The Interjection, page 64.

1. Alas
2. yes
3. well
4. eh
5. no
6. ladies and gentlemen

Spelling, page 70.

receive	weight	piece
believe	convenient	receipt
friend	field	height
neither	neighbor	deceive
relief	foreign	preceive

achievement	receipt	siege
grieve	chief	priest
brief	niece	
thief	lien	

Spelling, page 71.

coming	sitting	waxing
running	penning	bowing
getting	leaping	retaining
referring	treating	revealing
preparing	pining	limiting
beginning	knotting	forbidding
chatting	pealing	forgetting
trotting	quitting	concealing
cheating		

Spelling, page 72.

cities	circuses	teeth
gulfs	solos	loaves
ladies	negroes	staffs
matches	zeros	roofs
tomatoes	echoes	oxen
cameos	lassos	cupfuls
monkeys	cargoes	brothers-in-law
pianos	fairies	beeves

lilies fishes libraries

companies feet

Division of Words Between Syllables, page 73.

1. e-di-tion
2. let-ter
3. im-i-tate
4. cau-tion
5. bal-ance
6. ached
7. social
8. cur-ren-cy
9. cer-tain
10. colo-nel
11. la-bor-er
12. vis-i-tor
13. com-mer-cial
14. writ-ten
15. pre-par-a-tion
16. com-mis-sion
17. in-gre-di-ent
18. hid-e-ous
19. chord
20. an-ni-ver-sa-ry
21. sum-ma-ry
22. trag-e-dy
23. syl-la-ble
24. cor-du-roy
25. length
26. spec-i-men
27. ve-hi-cle
28. ac-quaint-ance
29. pa-ren-the-sis
30. au-tumn

Punctuation, page 74.

1. Take us at our word.
2. We have been told by Mr. Warren M. Jones that you sold your business to Mr. John Smith.
3. Which would you prefer, the light or dark finish?

4. He asked me if I would come for an interview tomorrow.

5. Alas! The letter is lost.

6. What size shall we send?

7. The price of the suit is $27.50 C. O. D.

8. Send the order to Manhattan, Kansas, so it will arrive at 7:30 P. M.

9. When you saw the house did you notice its strange windows.

10. If you had money deposited in a bank and the bank failed, you would lose.

11. Can we trust him? and will he fulfill all his promises to us?

12. Hurry! The Wabash leaves the Union Station for St. Louis at 3:45 A. M.

13. In answer to your adv. no. 421, we will send the mdse. to 522 Kansas Ave. at once.

14. Cordially yours,

    Theo. K. Brown & Co.

15. Suppose someone left you $10,000.

16. May we hear from you promptly in regard to the matter?

17. How large is Chicago? Los Angeles? Pittsburg?

18. I asked him who invented the printing press.

Mr. B. H. Jones

Omaha, Nebr.

Dear Mr. Jones:

On the 12th of last month we received your order for 25 ft. of lumber. We gave you prompt service on this order, and, in turn, we expected prompt payment. Would you please send us your check for four dollars ($4.00) at once?

Yours truly,

Dear Sir:

I am thinking of entering K. S. C. this fall, and as it will be necessary for me to earn a part of my own expenses, I should like some information in regard to possibilities for work. What types of jobs are open to students? How many students who desire to work are successful in getting jobs? If I should work four hrs. each day, how many hrs. of school work would I be allowed to carry? Does the school help in finding work? Would the chances be better for finding work now or after school begins?

I shall appreciate this and any other information you could give me.

Yours truly,

Punctuation, page 77.

1. Therefore, the plaintiff demands judgment for one hundred dollars.
2. The death roll from typhoid continues to lengthen, and the people here have begun to realize the fact.
3. I went with him to Chicago where I left him.
4. After spending years in accumulating his fortune it was gone in a day.
5. The two that were left were not used.
6. We can furnish you wollen blankets in white, black and white, black and red, scarlet, grey, cardinal, and fancy plaid.
7. Los Angeles, the center of the earthquake zone, was badly damaged.
8. I am sure, Mr. Simpson, that the order was shipped.
9. The verdict, as a matter of course, was that he was guilty.
10. Refering to your letter of August 1, we are sending you a check for rent on your house and lot, $40.00.
11. Mr. Paul Jackson, 1222 Holmes St., Chicago, Illinois, will be here on Friday.
12. During the first year of our business, we have enjoyed good trade.
13. The man wearing the brown coat is my brother.

14. My brother bought a new coat, which is brown.
15. The chimney, that was blown down last night is the storm, should have been mended long ago.
16. We counted ten chimneys that were blown down last night.
17. In answer to your letter of June 18, the terms you quote are satisfactory.
18. All orders that reach us before the first of the month will be filled immediately.

Punctuation, page 79.

1. 42 Pine St.
   St. Louis, Missouri
2. The flour works with any receipt you now have; it largely eliminates failure in cake baking.
3. Before an applicant receives a position, the employer wants to know certain facts; for example, he wants to know about the training and experience of the applicant.
4. Your account must be paid in full by the tenth; otherwise, we shall have to turn it over to a collection agency.
5. Dear Sir:
6. At the meeting only one change was made: graft.
7. Mark II: 6-14.

8. The question before the council is this: How can your men be given work?
9. On our trip you will need the following articles; a tent, a camp stove, and cooking utensils.
10. The chauffeur, who was really a capable driver, could not see the other car, a large sedan, coming swiftly around the corner; and, as he turned to go up Tenth Street, the two cars met in an unavoidable collision.
11. We liked the car: therefore we bought it.
12. The job being done, the mechanic departed.

Punctuation, page 81.

1. I will send you a check for ten dollars($10).
2. Change today to Veedol--the carbon free motor oil.
3. When a man is puzzled over the dozens of problems which come up in everyday business--buying, selling, advertising, and managing a store--little matters like the enclosed account easily slip out of mind.
4. I you are satisfied with the radio (and I am sure that you are) you may purchase it on easy terms.
5. When the millennium comes--if it ever does--all our problems will be solved.
6. He has robbed himself of the most precious thing a man can have in business--friends.

Punctuation, page 82.

1. "What, " he asked, "do you intend to do now?"
2. "Germany is over populated," he said.
3. I asked why he had not succeeded.
4. "I shall be home Tuesday," he said. "Come to see me then."
5. The officer said, "I warned the defendent that he was going too fast, but he shouted, 'Mind your own business'."
6. What did John mean when he said that?
7. Please read "The Pit and the Pendulum" to the class.
8. Roosevelts' "new deal" seems to be meeting favorably with the public.
9. Wait!
10. "Look!" he cried.
11. "The train came in," she said, "half an hour ago. I do not see them in the waiting woom. I think they did not come."
12. As we were riding along one of the men spoke up, "I heard a farmer shout, 'you be.ter try the bridge lower down'."

The Apostrophe, page 83.

1. can't
2. don't
3. won't
4. haven't

5. it's
6. g'a
7. 9's
8. and's
9. &'s
10. r's
11. company's
12. boy's
13. men's
14. man's
15. children's
16. boys'
17. James's
18. Jameses'
19. horses'
20. companies'
21. Dickens'
22. Burn's
23. oxen's
24. cows'
25. woman's
26. women's
27. girls'
28. Johnson and Scott's
29. Robert's and John's
30. someone else's

Abbreviations, page 85.

Ala.
(not abbreviated)
Ariz.
Ark.
Calif.
C. Z.
Colo.
Conn.
Del.
D. C.
Fla.
Ga.
(not abbreviated)
Ill.
Ind.
(not abbreviated)
Kans.
Ky.
La.
(not abbreviated)

Md.
Mass.
Mich.
Minn.
Miss.
Mo.
Mont.
Nebr.
Nev.
N. H.
N. J.
N. Mex.
N. Y.
N. C.
N. Dak.
(not abbreviated)
Okla.
(not abbreviated)
Pa.
P. I.
P. R.
R. I.
S. C.
S. Dak.
Tenn.
Tex.
(not abbreviated)
Vt.
Va.
Wash.
W. Va.
Wis.
Wyo.

Abbreviations, page 87.

account
in the year of our Lord
advertisement
amount
answer
association
Avenue
first class
balsnce
barrel
bill of lading
building
bushel
by way of
cents

capital
charged
company
in care of
collect on delivery
department
dozen
debtor or debit
each
and so forth
example
for example
free on board
gallon
gross
hundred
that is
incorporated
insurance
I owe you
junior
pound
limited
merchandise
manager
namely
number
page
profit and loss
peck
package
afternoon
post office
Postscript
railroad
railway
Saint or Street
superintendent
versus
year
at
per cent
number
pound sterling
dollar
cent

Clearness of Sentence Structure, page 89.

There is no set way the sentences must be rewritten, If the sentence has been made clear credit is given.

1. A good advertisement in the "Star" brings a larger number of replies and makes a greater per cent profit than does an advertisement in any other publication.
2. You take no risk. We put up the strongest possible guarantee on our values--satisfaction guaranteed or your money back.
3. We believe our prices are lower than our competitors prices.
4. We have been in business for years.
5. In addition to operating an agricultural and structural plant, we have a well equipped machine shop.
6. Passengers are warned not to get off cars that are in motion.
7. We did not know the manufacturer had insured the plant so heavily.
8. No other factory in America is as well equipped as our factory in Milwaukee.
9. The offer was received and the terms accepted.
10. We guarantee satisfaction or refund your money.

Parts of Business Letter, page 91.

1. Heading.
2. Date.
3. Inside address.
4. Salutation.
5. Body.
6. Complimentary close.
7. Signature.

1. Clearness
2. Correctness
3. Conciseness
4. Courtesy
5. Character

Letter Headings, page 93

1. Tarrytown, N. Y.
   November 1, 1932
2. 408 Atlantic Avenue
   Brooklyn, N. Y.
   April 12, 1930
3. Box 826
   Janesville, Indianna
   October 5, 1930
4. 26 Shepherd St.
   Boston, Massachussets,
   July 6, 1933
5. St. Regis Hotel
   55th St. and Fifth Ave.,
   New York City
   September 7, 1930
6. Board of Trade Bldg.,
   Cincinnati, Ohio,
   June 26, 1933

The Inside Address and Salutation, page 94

1. Mr. Richard Hubbard,
   East Orange, Missouri.

   Dear Sir:

2. R. H. Martin & Co.,
   196 Main Street,
   New York City.

   My dear Sir:

3. Frederick Brown,
   Mountain Lakes, New Jersey.

   Dear Mr. Brown:

4. Prof. J. Scott Clark
   Northwestern University
   Evanston, Illinois

   My dear Sir:

5. Prof. John Riley
   Dean of the Graduate School
   Bristol College
   Bristol, England

   Dear Sir:

Inside Address and Salutation, page 95.

1. The Ingram Manufacturing Company
   2214 Jackson Street
   Philadelphia, Pennsylvania

   Gentlemen:

2. The Ingram Manufacturing Co.
   2214 Jackson Street
   Phildelphia, Pennsylvania

   Dear Sirs:

3. Mr. G. H. Quinn
Emerson Building
Nashville, Tennessee

Dear Sir:

4. Public Service Construction Company
31 Union Square
Scranton, Pennsylvania

Gentlemen:

5. Mr. Amos F. Howells

89 West Front Street

New Port, Rhode Island

My dear Sir:

Complimentary Close, page 96.

1. Yours respectfully,

2. Yours very truly,

3. Yours respectfully,

4. Yours truly,

Punctuation Closed Style, page 97.

81 Vernon Place,
Albany, N. Y.
September 14, 1929

Public Service Manufacturing Co.,
362 Euclid Avenue,
Cleveland, Ohio.

Gentlemen:

(Body of Letter)

Yours truly,

Punctuating Open Style, page 98.

81 Vernon Place
Albany N. Y.
September 14, 1929

Public Service Manufacturing Co.
362 Euclid Avenue
Cleveland, Ohio

Gentlemen:

(Body of Letter)

Yours truly

John Barrett

Block Form, page 100.

312 Avenue West
New Bedford, Massachussets
January 1, 1933

Printer's Ink Publishing Company
12 West 31st Street
New York City, New York

Gentlemen:

Your publication affords so much food for thought that I have formed the habit of taking each number to my library, marking such articles that should be called to the attention of one or another of my staff. Many other manufacturers would find it to their advantage to study it.

Yours truly

Michael O'hara

Indented Form, page 101.

312 Avenue West
New Bedford, Mass.
January 1, 1935

Printer's Ink Publishing Company
12 West 31st Street
New York City, New York

Gentlemen:

Your publication affords so much food for thought that I have formed the habit of taking each number to my library, marking such articles that should be called to the attention of one or another of my staff. Many other manufacturers would find it to their advantage to study it.

Yours truly,

Michael O'Hara

Stereotyped Expressions, page 102.

1. inform, say, tell
2. we have your letter
3. (omit)
4. your account has been credited
5. we are enclosing, enclosed is
6. we are enclosing
7. a check for
8. because, since, as
9. your order

10. please send us your check

11. a yard

12. before

13. before

14. your letter of August 10

15. found it to be correct

16. I have been asked

Sterotyped Expressions, page 103.

1. replying to
2. esteemed favor
3. 23d inst.
4. beg to say
5. unprecedented
6. therefore
7. 2nd prox
8. (a) copy
9. trusting that
10. beg to remain

Telegrams, page 104.

1. 1 word
2. 1 word
3. 1 word
4. 4 words
5. 1 word
6. 5 words
7. 1 word
8. 2 words
9. 4 words
10. 1 word
11. 1 word
12. 6 words

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